



ePlanning Scotland

User Guide

The ePlanning Scotland website has been designed by the Scottish Government to provide an efficient and supportive process for members of the public and professional services (such as architects and agents) to apply for planning permission or appeal against refused consent or against conditions applied when consent is granted.

The online process provides easy-to-use forms to allow you to submit planning applications and appeals online and assist you in submitting the relevant form, documentation and correct fee.

This guide describe how to use the site.

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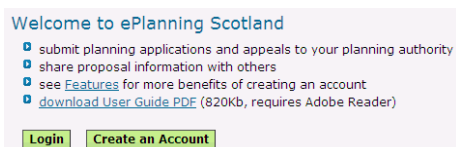
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Create A User Account

Before you can use the ePlanning Scotland site to manage planning applications and appeals, you must first create a user account.

1. To create a new user account click on the **Create an Account** button on the Home page.



2. Register your personal details by filling in the following fields:

Create an Account - Step 1 of 4

This page is used to collect your initial registration information. An asterisk (*) indicates required fields. Click the Save Account Details button at the foot of the page to save your details.

Already registered? - [Login](#)

Personal Details ?

Please enter your personal details. See help for more information about the User Type options.

User Type: * ☒ Professional User ☐ General Public User

You must enter a value for Title, and if 'Other' is selected a value for Other Title: *

Title: ▼

Other Title:

First Name: *

Surname: *

Login Details ?

Please enter your login details. Passwords are case-sensitive, must be a least 5 characters long and must not contain spaces.

Email Address: *

Confirm Email Address: *

Password: *

Confirm Password: *

By submitting this form you are indicating that you agree to the [Terms and Conditions](#). You will not be able to continue without accepting the terms and conditions.

☒ I agree to the Terms and Conditions.

Save Account Details

- **User Type** – click to indicate whether you are a member of the public or a member of a professional organisation
- **Title** – select the title you wish to be addressed by
- **First Name** – enter your first name
- **Surname** – enter your surname.



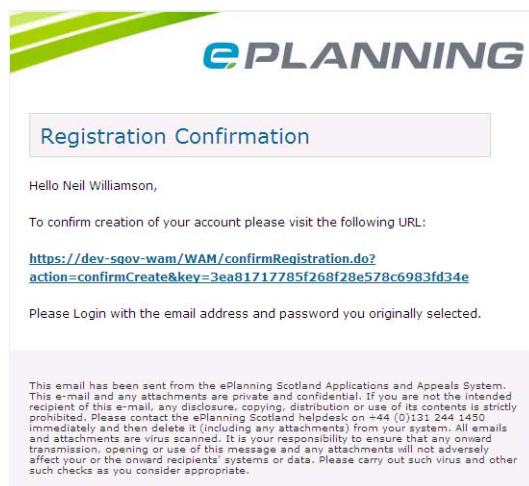
3. Your login details are the particulars that you will use to access ePlanning Scotland.

- **Email Address** – enter your email address. Enter it again below to confirm that it is correct.
- **Password** – enter a password that will allow only you to access your ePlanning Scotland account.

Note Passwords must be a minimum of five characters long and may not contain spaces.

Enter the password again below to confirm that it is correct.

4. Click to read the Terms and Conditions that apply to the use of this site. When you have done so tick the check box to indicate that you agree to them.
5. When you have entered your personal and login details, click on the **Save Account Details** button.
6. An email will be sent to the address you entered. This provides final confirmation that you want to create an ePlanning Scotland account. When the email arrives, click on the link to be returned to the ePlanning Scotland site.

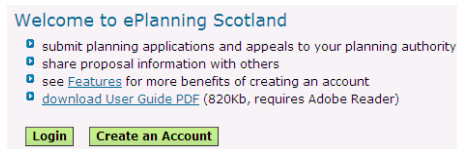


7. Your account is now complete and you may log in and start using it.

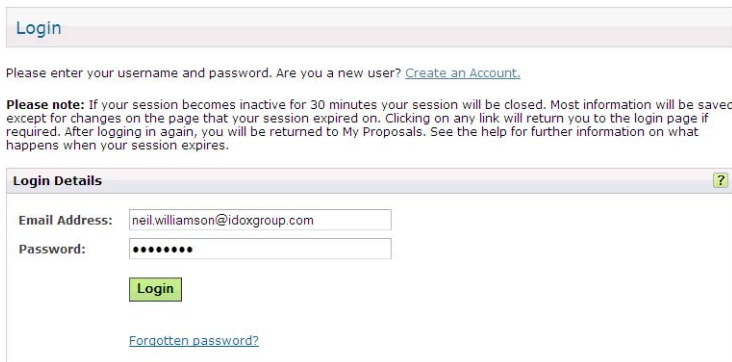
Login

In order to use ePlanning Scotland you need to log in to the site using the user name and password you provided when you created your account.

1. Click on the **Login** button on the home page.



2. Enter your user name and password, then click on the **Login** button.



Timeout

After a period of inactivity (typically 30 minutes), your session will automatically be logged out. In order to continue working you must log in again. Once you have done that you will be returned to your My Proposals page.



Forgotten Password

1. If you forget your password click on the **Forgotten password?** link.

Forgotten Password

This page is used to set a new password for your account. An email will be sent to you asking for confirmation. Please follow the instructions in the email as your password change will not be applied until you have confirmed using those details. An asterisk (*) indicates required fields.

New Login Details ?

Please complete the form below. Passwords are case-sensitive, must be a least 5 characters long and must not contain spaces.

Email Address: *	<input type="text" value="neil.williamson@idoxgroup.com"/>
New Password: *	<input type="password" value="••••••"/>
Confirm New Password: *	<input type="password" value="••••••"/>

Save

2. Enter your email address and then enter a new password twice. Press the **Save** button.
3. A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.

Logout

When you are finished with ePlanning Scotland remember to log out by clicking on the **Logout** button in the menu bar on the left hand side of the screen.



My Account

Once your account has been created it is a good idea to add further details, such as your address, which can be incorporated in your applications. The My Account page can be accessed at any time to allow you to update any of your account details.

1. To access your My Account page click on My Account in the left hand menu bar.

My Account

Edit your registration details below. Click the Save Account Details button at the foot of the page to save your changes. An asterisk (*) indicates required fields.

You can change your password using the following link: [Change Password](#)

You can unregister from the site using the following link: [Unregister](#)

Personal Details

Please enter your personal details. See help for more information about the User Type options.

User Type: * ☒ Professional User ☐ General Public User

You must enter a value for Title, and if 'Other' is selected a value for Other Title: *

Title:

Other Title:

First Name: *

Surname: *

Contact Details

Please enter your contact details.

Company Name (if appropriate):

Daytime Phone No.: *

Fax No.:

You must enter a value for Building Name, Building No or for both: *

Building Name:

Building No:

Address 1 (Street): *

Address 2:

Town/City: *

Country: *

Postcode: *

Login Details

Please enter your login details. Passwords are case-sensitive, must be a least 5 characters long and must not contain spaces.

Email Address: *

Confirm Email Address: *

Save Account Details

2. Your Personal Details and Login Details will be filled in already, but you can edit these at any time.



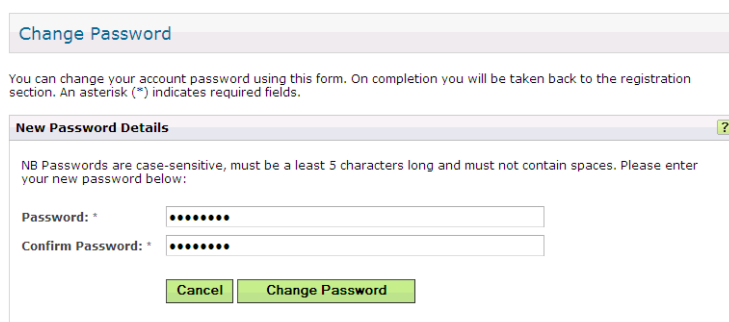
3. Fill in your Contact Details, including:

- **Company name**
- **Phone number**
- **Fax number**
- **Full Address**, including postcode.

4. When you have finished, click on the **Save Account Details** button.

Change Password

1. To update your password, click on the **Change Password** link in your My Account page.



The screenshot shows a web form titled "Change Password". Below the title, a message states: "You can change your account password using this form. On completion you will be taken back to the registration section. An asterisk (*) indicates required fields." The form has a sub-header "New Password Details" with a help icon. Below this, a note reads: "NB Passwords are case-sensitive, must be a least 5 characters long and must not contain spaces. Please enter your new password below:". There are two input fields: "Password: *" and "Confirm Password: *", both containing masked characters (dots). At the bottom of the form are two buttons: "Cancel" and "Change Password".

2. Enter your new password then enter it again to confirm it. Click on the **Change Password** button to save the new password.

3. A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.




Unregister

If you no longer wish to use ePlanning Scotland you can remove your details by **Unregistering**.

Note that Organisation Administrators must first transfer administrator rights to another user or delete the organisation before they can unregister their details.

1. To unregister your details, click on the **Unregister** link in your My Account page.

Confirm Unregister



You have chosen to unregister from the site. All your proposals will be removed from the site and you will be unable to log back in again unless you register again. If you wish to continue, re-enter your password and click on Confirm.

NB Passwords are case-sensitive, must be a least 5 characters long and must not contain spaces.

Confirm Password: *

2. Confirm that you want to remove your details from ePlanning Scotland by entering your password in the **Confirm Password** box.
3. Click on the **Confirm** button.



Sharing

It is often helpful to involve other people in your proposals to receive their opinions and help. The advice of architects and planning professionals can be invaluable, while neighbours may appreciate being able to view your plans while the planning process is ongoing.

You can invite other people to become ePlanning Scotland users and allow them either to view or edit your proposals, and other users can offer you the same invitation.

Professional users can create collaborative groups of users from their organisation who are automatically awarded the ability to view proposals created by other members.

Receiving a Sharing Invitation

When someone sends you an invitation to view an application, you will be sent an email informing you of this.

1. Log in to ePlanning Scotland.
2. You will be asked if you want to accept or decline the invitation. Click on **Accept**.



Issuing a Sharing Invitation

Once you have created a proposal you can invite others to view it by going to the Proposal Users section in the Proposal Summary page. You may invite as many users as you like.

Proposal Users		
You have 6 pending invitation(s). You have shared this proposal with the following people.		
User	Email Address	Role
maz buchanan	Mairi.Gillan@idoxgroup.com	Viewer
Heather Branston	neil.williamson@idoxplc.com	Viewer
Send Invitation Modify Proposal Users		

1. On the Proposal Summary page click on **Send Invitation**.

Send Invitation

[User Guide](#)
[Authority Contact Details](#)

This page allows you to invite users to contribute or view your proposal. An asterisk (*) indicates required fields.

Proposal invitation

Please complete the form below.

Proposal: Attic Conversion

Full Name: *

Email Address: *

The message that is entered here will make up the content of email that is sent to the invitee.

Message:

User Role: ☒ Viewer ☐ Editor

2. Enter the name of the person you want to invite and then enter their email address.
3. Type a short note in the **Message** box to explain the purpose of the invitation.
4. Select the role that you want this user to have by selecting Viewer or Editor for **User Role**.
5. Click on the **Invite** button.



Modify Proposal Users

Once you have invited people to view your application they will be entered into the proposal's Users Invited to Share area until they either accept or decline the invitation. The number of pending invitations is displayed in the Proposal Users area of the Proposal Summary.

You can modify the viewing rights for users who accept the invitation, and allow some of them to edit your proposal if required.

[Modify Proposal Users](#)

[User Guide](#) [Authority Contact Details](#)

The following lists detail the people who can access this proposal. Pending users lists those who have not accepted an invitation.

Individual Users ?

Your proposal is shared with the following people. They can view or edit the proposal based on the role you have assigned to them.

User	Email Address	Role	Last Active
<input type="checkbox"/>	maz buchanan	Mairi.Gillan@idoxgroup.com	Viewer 03/04/09
<input type="checkbox"/>	Heather Branston	HDBranston@googlemail.com	Viewer

Users Invited to Share ?

The following people have been invited to share your proposal but have not yet accepted the invitation.

User	Email Address	Role	Invitation Sent
<input type="checkbox"/>	Brian Jamesford	brianjamesford@googlemail.com	Editor 03/04/09 09:39
<input type="checkbox"/>	James Morrison	jameskmorrison@yahoo.co.uk	Viewer 03/04/09 09:38

Organisation Users ?

Your proposal is shared with the following people in your organisation. They can view or edit the proposal based on the role you have assigned to them.

User	Email Address	Role
No users to display		

1. Click on **Modify Proposal Users** on the Proposal Summary page.
2. To change a user's rights from Viewing to Editing, select them and press **Set as Editor**.
3. To change a user's rights from Editing to Viewing, select them and press **Set as Viewer**.
4. To delete a user's ability to view your proposal, select them and press **Remove User**.
5. Users Invited to Share lists the users to whom you have sent an invitation but have not yet accepted or declined. You can send a user a reminder email by selecting them in this section and clicking on the **Send Reminder** button. Alternatively, to withdraw the invitation, select the user and click on the **Cancel Invitation** button.



6. If you are a member of an organisation, your proposals will be accessible by all of your organisation's members.

Organisation Users

Your proposal is shared with the following people in your organisation. They can view or edit the proposal based on the role you have assigned to them.

	User	Email Address	Role
	Neil Williamson	neil.williamson@idoxgroup.com	Primary Contact
<input type="checkbox"/>	Heather Branston	HDBranston@googlemail.com	Viewer
<input type="checkbox"/>	Brian Jamesford	brianjamesford@googlemail.com	Editor

Set as Viewer

Set as Editor

Set as Primary Contact

These users will have one of the following roles:

- **Primary Contact** – the main user involved in the proposal. Only the Primary Contact can administer the user roles for this proposal. If you created the proposal, this will be you unless you make another user the Primary Contact.
- **Editor** – a user who can work on the proposal, editing the proposal details and completing the attached forms.
- **Viewer** – a user who is not directly involved in completing the proposal but is allowed to view the proposal for information purposes only.

7. To make another member of your organisation the Primary Contact, select them and click on the **Set as Primary Contact** button.

Note When you transfer Primary Contact status to another user you will automatically lose the ability to modify the user status of that proposal unless you're the administrator of the organisation.

8. To allow a member of your organisation to edit the details of the proposal, select them and click on **Set as Editor**.
9. To restrict a member of your organisation to viewing this proposal, select them and click on **Set as Viewer**.



Organisations

Professional users can create groups of users, known as Organisations. Organisations are used to allow members to collaborate on the proposals created by their colleagues. Generally these correspond to a business organisation or coalition of individuals who often work together.

Note Users can only belong to ONE organisation.

1. To register an organisation on ePlanning Scotland, click on Sharing in the left hand menu then click on **Register a new organisation** on the Sharing page.

[Register Organisation](#)

You can register an organisation from this page. An asterisk (*) indicates required fields.

Register new organisation ?

Please enter a name for the organisation.

Organisation Name: *

2. Enter a name for the organisation then click on the **Register Organisation** button.
3. Enter the name of the person you want to invite to join the organisation, then enter their email address.

[Send Invitation](#)

This page allows you to invite users to join your organisation. An asterisk (*) indicates required fields.

Add Invitation Details ?

Please complete the invitation form below with the required details.

Organisation Name: Branston Associates

Name: *

Email Address: *

Message:

Invitations Already Sent ?

This table contains a list of invitations which have been sent. If an invitee chooses to join the organisation their name will no longer appear on this list.

Name	Email
Brian Jamesford	brianjamesford@googlemail.com

4. Type a short note in the **Message** box to explain the purpose of the invitation.
5. Click on the **Invite** button.
6. Users who have not yet accepted or declined the invitation are listed under **Invitations Already Sent**. Those who choose to join the organisation will disappear from this list.



Joining an Organisation

If you are invited to join an organisation, you will be notified by email. You can accept or decline the invitation. Once you have accepted the invitation the organisation's details will be shown in your Sharing page and all of the proposals that belong to the members of the organisation will be available in your My Proposals page.

Notes

- You cannot remove yourself from an organisation. Only the organisation's administrator can do that.
- If the organisation is deleted, all users that belong to it (except the administrator) will lose access to the proposals.

Managing Organisations

When you create an organisation you are automatically made the organisation's administrator. This allows you to invite further users, remove existing users, or transfer the administrator role to another user.

Branston Associates

This page displays the details of the organisation and allows you perform changes to the organisation itself, like inviting new members and delete the organisation itself.

[Invite Member](#)
[Delete Organisation](#)

Organisation Members

The following table contains a list of users who have joined the organisation. You can set a user as the administrator or remove a user using the form controls found in the table.

Username	Email Address	Set as Admin	Remove
Neil Williamson (Admin)	neil.williamson@idoxgroup.com		
Heather Branston	HDBranston@googlemail.com	Set as Admin	Remove
Brian Jamesford	brianjamesford@googlemail.com	Set as Admin	Remove

Pending Organisation Invitations

The following table contains a list of users who have been invited to the organisation. You can send a reminder or choose to remove a user using the form controls found in the table.

Email Address	Invitation Sent	Send Reminder	Remove
jameskmorrison@yahoo.co.uk	03/04/09 10:31	Send Reminder	Remove

- To invite another member to the organisation, click on **Invite Member** and enter the name, email address and invitation message. Then press **Invite**.
- To remove a user from the organisation, click on the **Remove** button next to their name.
- To transfer administrator rights to another organisation member, click on **Set as Admin** next to their name.



4. Pending Organisation Invitations lists the users to whom you have sent an organisation invitation but have not yet accepted or declined. You can send a user a reminder email by clicking on **Send Reminder** as appropriate. Alternatively, to withdraw the invitation, click on the **Remove** button.
5. If the organisation is no longer required, you can delete it by clicking on **Delete Organisation**.

When you delete an organisation you will also be given the option of deleting the user accounts of the organisation's members. If you delete the user accounts, the proposals that were shared by the organisation become the sole property of the administrator.

If you do not take this option, the proposals revert to their original owners.



Proposals

The core purpose of ePlanning Scotland is to help you create, manage and submit planning applications and appeals. All of this is done in your My Proposals area.

A proposal comprises a number of activities. Your My Proposals area provides a number of tools to help you to work out which activities you need to complete and allows you to keep track of their status until your proposal is ready for submission.

Proposal Activities

The following activities may be required to be completed in order to complete your proposal:

- **Planning permission required?** - determine whether your proposal requires planning permission
- **Determine proposal location** – choose which address or location the proposal refers to
- **Complete appropriate forms** – determine which forms are required for your proposal and fill them in
- **Attach location plans** – determine whether location plans are required. If you do not already have access to location plans they can be published via ePlanning Scotland
- **Submit certificates** – sign and submit any required certificates
- **Pay fees** – work out which fees are applicable and pay the total amount.

As your proposals remain active until they are submitted, you can perform these activities at different times until a proposal is ready to submit.



My Proposals

Your My Proposals list displays all of the proposals in which you have some involvement.

My Proposals

My Proposals shows all the proposals you have access to.

Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.

Click on the Deleted tab to see any proposals that you have recently deleted. These will remain on the deleted tab for 90 days and thereafter will be permanently deleted.

All submitted applications will be deleted 90 days after they are submitted to comply with principle 5 of the Data Protection Act.

[New Proposal](#)

Active Deleted

Show Proposals

All

I manage

I can edit

Sort By

Proposal Name

Planning Authority

Primary Contact

Proposal Reference

Date Started

Attic Conversion

South Lanarkshire Council

Converting existing attic space into bedroom.

Primary Contact: Neil Williamson | Started: 02/04/09 | Proposal Reference: 000000851

Office Development

Glasgow City Council

Redevelopment of above shop unit to office space.

Primary Contact: Neil Williamson | Started: 02/04/09 | Proposal Reference: 000000852

- Under Show Proposals, click on **All** to display all of the proposals available to you. These will include your own proposals, as well as proposals that you have been invited to contribute to, either as a viewer or an editor.
- Click on **I manage** to display only the proposals for which you are the primary contact.
- Click on **I can edit** to display the proposals you have been allowed to contribute to as an editor.

You can sort the listed proposals according to a number of criteria:

- Proposal Name** – sort alphabetically by the name of the proposals
- Planning Authority** – sort alphabetically by the planning authority
- Primary Contact** – sort alphabetically by primary contact
- Proposal Reference** – sort by the proposal reference
- Date Started** – sort chronologically by the date your proposals were initiated (this only applies to proposals of which you are the owner).

Active proposals are proposals currently in progress. When a proposal has been completed and submitted you can delete it. Proposals deleted during the last 90 days can be viewed in the **Deleted** area.



Creating a Proposal

1. To create a new proposal click on **New Proposal** in the My Proposals page.
2. Identify the location of the proposal site. There are three methods of doing this:
 - **Address Search** – the address of the property
 - **Easting and Northing** – the easting/northing references of the proposal location
 - **Map Search** – an interactive map used to locate a property whose exact address is not known.

Proposal Location

Address Search

If the proposal location is a building with a known or partially known address you can enter that here.

Create a New Proposal - Step 1 of 5

The tabs on this page provide different methods to allow you to identify the location of your site using Address Search, Easting and Northing Search and Map Search.

You should always start with an Address Search if you know that your site has a known address. However if you cannot find an exact address then please follow the instructions provided at that time. Please see the help for more details on the other options.

NOTE: You should only use the Map Search if your site is on open land.

Address Search | Easting and Northing | Map Search

?

Specify a full postcode and click the Postcode Search button to search for a known address matching your site location. You can click the Use My Postcode button to pre-populate the postcode field if it is available from your registration details.

Use My Postcode

Postcode:

Postcode Search

Or enter at least two fields below and click on the Address Search button to search for a known address.

Building Name:

Building No:

Street Name:

Town/City:

Postcode:

Address Search

1. Enter at least two pieces of information into the address search fields then click on the **Address Search** tab.
2. If the proposal location is your own address (the address you supplied in your My Account page), you can search quickly using your Postcode. Click on the **Use My**

Postcode button to fill the address fields, then click on **Postcode Search**. You can also use this field to search on any other known Postcode.

3. If the proposal location is at another address, enter the known address details in the appropriate Address fields. You don't have to enter information in every field, but the more information you supply the easier it will be to locate the correct address.
4. Click the **Address Search** button to display the search results list.

Create a New Proposal - Step 1 of 5

This page displays a list of addresses that match your search criteria.

Search Results ?		
Click on your exact site address, refining your search if necessary. If you cannot find an exact address for your site then select "No Exact Address" to be given an alternative option to identify the site location.		
Address	Town	Postcode
1 CAIRNLEA ROAD STRATHAVEN	STRATHAVEN	ML10 6EY
2 CAIRNLEA ROAD STRATHAVEN	STRATHAVEN	ML10 6EY
3 CAIRNLEA ROAD STRATHAVEN	STRATHAVEN	ML10 6EY
4 CAIRNLEA ROAD STRATHAVEN	STRATHAVEN	ML10 6EY

5. Locate the correct location in the list. If necessary sort the list according to the Address, the Town or the Postcode by clicking on the links at the top of the list.
6. If there are numerous results you can choose how many to display on one page by clicking on a **Page Size** button. Navigate between pages by clicking on the **Results Page** number you require.
7. When you have found the correct location click on its name.
8. Review the details then click on the **Confirm Address** button (now see Confirm Planning Authority).

Note If you discover a minor error in your address details, it is recommended that you complete your proposal and then email your planning authority to report the error.

9. If there are too many results in the list, click on the **Refine Search** button to return to the **Address Search** page and enter more information.
10. If you cannot find a match, click on the **No Exact Match** button. If you have a broadband connection, you can select **I can use the non-accessible mapping tool** to use the interactive map tool to determine the location (see Map Search). Click on **Continue**.
11. Otherwise select **I cannot use the non-accessible mapping tool** and click on **Continue**. This allows you to contact your planning authority to obtain location information that you can use in your proposal.



Create a New Proposal

As we can't continue without an appropriate site location, you need to ask your Planning Authority for help identifying the site.

Contact Your Planning Authority Options ?

Have you spoken to your Planning Authority about the site location?

☐ **Yes**
I have already spoken with my Planning Authority and I am returning to enter the site location details as advised.

☒ **Not Yet**
I will contact my planning authority and return to the website at another time with more information.

Previous
Continue

12. To contact your planning authority select **Not Yet** and click on **Continue**. Select the appropriate planning authority and use the contact details to request the information you need. Either click on the **Return Later** button to exit the proposal so that you can resume it when you have the information, or if you get the information immediately click on the **Previous** button and continue.

13. When you have the information you need, you can return to this page, click on **Yes** and enter the information you have been given. Click on **Use as Site Location**, then click on **Confirm Address** (now see Confirm Planning Authority).



Easting and Northing Search

Eastings and Northings are map references that can be used to point to a precise location. This search method is useful when you want to specify a proposal location that does not currently have an address (for example, a plot of land).

Create a New Proposal - Step 1 of 5

The tabs on this page provide different methods to allow you to identify the location of your site using Address Search, Easting and Northing Search and Map Search.

You should always start with an Address Search if you know that your site has a known address. However if you cannot find an exact address then please follow the instructions provided at that time. Please see the help for more details on the other options.

NOTE: You should only use the Map Search if your site is on open land.

Address Search
Easting and Northing
Map Search
?

You must provide both the northing and easting to search for your site location.

Easting: *

Northing: *

Save
Use Map

1. If the Easting and Northing Search fields are not displayed, click on the **Easting and Northing** search tab.
2. Enter the Easting value (between 0 and 500000) in the **Easting** box.
3. Enter the Northing value (between 500000 and 1300000) in the **Northing** box.
4. To use these references to define the proposal location, click on **Save**.
5. Click on the **Confirm Address** button (now see Confirm Planning Authority).
6. To check that these references define the correct location, you can view it on the interactive map. Click on the **Use Map** button (see Map Search).



Map Search

If your area of interest to the proposal is on open land you can use the Map Search feature to identify the location using an interactive map.

Create a New Proposal - Step 1 of 5

The tabs on this page provide different methods to allow you to identify the location of your site using Address Search, Easting and Northing Search and Map Search.

You should always start with an Address Search if you know that your site has a known address. However if you cannot find an exact address then please follow the instructions provided at that time. Please see the help for more details on the other options.

NOTE: You should only use the Map Search if your site is on open land.

Address Search
Easting and Northing
Map Search
?

Instructions

Use the zoom and pan tools to locate the location that you are interested in.
[Quick Reference Guide](#)

Click on the button below then click once on the relevant location in the map.

Select Point Location For Proposal

E: 319162m, N: 675422m 21.5 x 23.8 (km) 1 Spatial .com
 © Crown Copyright. All rights reserved Scottish Government 100020540 2009

Note This feature is only recommended for broadband users.

1. If the interactive map is not displayed, click on the **Map Search** tab.
2. The interactive map contains a number of tools to help you zoom in and locate the desired address:



- **Initial map view** – click this to zoom the map out to show the whole of Scotland
- **Zoom in** – select this tool then click a point on the map that you want to zoom in to
- **Zoom out** – select this tool then click on the map to zoom out
- **Pan mode** – to move around the map, select this then click on the map. Keeping the mouse button depressed, drag the cursor in the direction that you want to pan
- **Zoom to rectangle** – to zoom in on a selected area, select this tool then click and drag the cursor to draw an area on the map
- **Previous view** – to return to the previous view, click on this tool



- **Next view** – when you have used the Previous view tool, click on this button to go to the view that followed the one that is currently displayed
- **Select address** – to identify a location on the map that you want to use for the proposal location, select this tool and click on the desired point on the map. If you click on a building, the address will be displayed. If you click anywhere else, only the easting and northing reference will be displayed.

E: 317325.2m, N: 674335.8m 21.5 x 23.8 (km)

- **Eastings/ Northings reference** – displays the easting and northing reference of the place on the map that the cursor is currently pointing at
- **Map area** – displays the dimensions of the area displayed by the map.

- Use these tools to locate the correct property. Click on the **Select Point Location for Proposal** button, then click on the map to identify the property.

Create a New Proposal - Step 1 of 5

The tabs on this page provide different methods to allow you to identify the location of your site using Address Search, Easting and Northing Search and Map Search.

You should always start with an Address Search if you know that your site has a known address. However if you cannot find an exact address then please follow the instructions provided at that time. Please see the help for more details on the other options.

NOTE: You should only use the Map Search if your site is on open land.

Address Search
Easting and Northing
Map Search

E: 313380m, N: 678054m 161 x 179 (m)

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Instructions

Use the zoom and pan tools to locate the location that you are interested in.
[Quick Reference Guide](#)

Click on the button below then click once on the relevant location in the map.

Select Point Location For Proposal

Select Current Point:
Location: E313278 N678071

[Use this point as site location](#)

- To use the exact easting/northing reference as the proposal location click on **Use this point as site location**.
- Click on **Confirm Address**.



Confirm Planning Authority

Once you have selected the proposal location, the appropriate planning authority will be displayed.

Create a New Proposal - Step 2 of 5

[User Guide](#) [Authority Contact Details](#)

This page shows the Planning Authority associated with the location selected.

Confirm Planning Authority ?

You have selected the following:

Site Address: 2 CAIRNLEA ROAD, STRATHAVEN, STRATHAVEN, ML10 6EY
 Planning Authority: **South Lanarkshire Council**

[Previous](#) [Next](#)

1. Check the planning authority that is suggested.
2. If this is correct click on the **Next** button.
3. If it is not correct please contact the relevant authority directly. The authority contact details can be accessed by clicking on **Authority Contact Details**.

Name Proposal

The proposal now needs to be named and given a short description.

Create a New Proposal - Step 3 of 5

[User Guide](#) [Authority Contact Details](#)

An asterisk (*) indicates required fields.

Proposal Name and Details ?

Please complete the Proposal Name and Proposal Details fields.

Site Location: 2 CAIRNLEA ROAD, STRATHAVEN, STRATHAVEN, ML10 6EY

Proposal Name: *

Proposal Details: *

[Previous](#) [Confirm Details](#)

1. Enter a name for the proposal in the **Proposal Name** box.
2. Briefly describe the proposal in the **Proposal Details** box.
3. Click on **Confirm Details**.



Select Forms

At this stage you can select which forms will need to be completed and submitted along with the application. You do not have to do this at this stage, but you may find it easier if you do.

Create a New Proposal - Step 4 of 5

[User Guide](#) [Authority Contact Details](#)

This page allows you to continue with the proposal creation and add application/appeal forms.

Select Online Forms ?

Please choose how you would like to select the forms that you wish to submit with your application or appeal.

☒ **Select forms using a wizard**
Choosing this option allows you to be helped through a series of questions to determine which forms you need to fill in.

☐ **Select forms from a list**
Choosing this option allows you to explicitly select the forms that you need.

☐ **Create proposal without forms. Add forms later or copy from previous proposals**
Choosing this option allows you create a proposal containing no forms. The required forms can be added or copied from previous proposals at a later stage.

[Previous](#) [Select](#)

1. From the options provided, choose one of the following and press **Select**.
2. **Select forms using a wizard** – this is recommended if you are unsure about the planning process.

Create a New Proposal - Step 4 of 5

[User Guide](#) [Authority Contact Details](#)

An asterisk (*) indicates required fields.

Proposals for Total or Substantial Demolition ?

What is being demolished, and what is the extent of the demolition work: (Your selections may result in several different types of application form being required.)

Complete or Partial demolition of Listed Building not in Conservation Area? * ☐ Yes ☒ No

Complete demolition of Listed Building in Conservation Area? * ☐ Yes ☒ No

Partial demolition of Listed Building in Conservation Area? * ☒ Yes ☐ No

Complete demolition of Unlisted Building in Conservation Area? * ☐ Yes ☒ No

Partial demolition of Unlisted Building in Conservation Area plus total demolition of buildings less than 50 cu m in Conservation Area? * ☐ Yes ☒ No

[Previous](#) [Next](#)

The 'Which Form?' Wizard leads you through a number of questions related to the nature of your proposal. Once you have answered the questions on each page, the wizard will recommend one or more forms to be completed with your application or appeal. **Note** The 'Which Form?' Wizard selects only required forms. It does not offer forms that might be suggested as possible or optional.

The 'Which Form?' Wizard can be accessed at any time by clicking on the **'Which Form?' Wizard** link in the left hand menu bar. If you have already used the 'Which Form?' Wizard for this application the required forms will be pre-selected.



3. **Select forms from a list** – if you are a little more experienced with the planning process and know which forms will be required you can select the forms appropriate to your application directly.

Create a New Proposal - Step 4 of 5

[User Guide](#)
[Authority Contact Details](#)

This page lists the application and appeal forms that can be added to the proposal.

Online Forms ?

Please select any forms that you wish to submit with your application or appeal. If you have come to this page from the Which Form? Wizard or created the proposal by starting in the wizard then any forms that were suggested as **required** have been pre-selected. Forms considered as probable suggestions are not pre-selected.

☐ **Full Planning Permission**
 Use this form to apply for most types of planning permission, except Householder. Use for Full, Outline, Renewal of Temporary Permission, Variation or Removal of conditions and Approval of Reserved Matters.

☐ **Householder Application**
 Use this form if you are a householder wishing to apply for consent to alter your dwelling, garage or vehicle run-in.

☐ **Listed Building Consent**
 Use this form to apply for permission to alter, extend or demolish a listed building.

☒ **Conservation Area Consent**
 Use this form to apply for permission to partially or substantially demolish a building in a conservation area.

☐ **Advertisement Consent**
 Use this form to apply for permission to display one or more advertisements or signs.

☐ **Tree Works**
 Use for works to trees in a conservation area or subject to a tree preservation order.

☐ **Prior Notification**
 Use this form to notify the planning authority of proposals to determine whether prior approval is required.

☐ **Certificate of Lawfulness - Existing Use**
 Use this form to obtain a decision from the planning authority on whether planning permission is required for existing building works or development that have previously taken place.

☐ **Certificate of Lawfulness - Proposed Use**
 Use this form to obtain a decision from the planning authority that a proposed use or works do not require planning permission.

☐ **Appeals against Refusals and other decisions**
 Use this form to submit an appeal against a planning or other decision.

☐ **Appeals Notice**
 Use this form to submit an appeal against a statutory notice served under planning legislation.

Back to Options
Add Forms

Once you have selected the correct forms, click on the **Add Forms** button.

4. **Create proposal without forms** – instead of adding the forms now you can choose to skip this step. The forms can be added later or copied from a previously created proposal by selecting this option.



Create Proposal

The final step in creating your proposal is to check the proposal summary and enter the proposal into your My Proposals area.

Create a New Proposal - Step 5 of 5

[User Guide](#) [Authority Contact Details](#)

This is the summary page of the proposal you are about to create.

Proposal Summary ?

Below are the details entered for the creation of a new proposal.

Proposal Name: Attic Conversions
 Proposal Description: Conversion of attic space to bedroom.
 Site Address: 2 CAIRNLEA ROAD, STRATHAVEN, STRATHAVEN, ML10 6EY

Selected Forms ?

The Planning Authority for this proposal is **South Lanarkshire Council**. The application form(s) you are about to complete has been issued by this site on behalf of the Planning Authority and on completion will be sent to the Planning Authority for processing.

Below is the list of forms which will be included in the proposal.

- Householder Application

Previous
Create Proposal

1. Read carefully through the proposal summary and the list of selected forms and make sure that these are accurate.
2. If you need to make any changes, click the **Previous** button and step back through the process to the step that needs amendment.
3. When you are happy that the proposal details are correct, click on the **Create Proposal** button.



Completing a Proposal

In My Proposals, click on a proposal name to view its **Proposal Summary**.

Proposal Summary

[Delete Proposal](#) | [New Proposal](#)

Summary

Attic Conversion
 Converting existing attic space into bedroom.
[Edit Proposal Details](#)

Status: Active
 Primary Contact: Neil Williamson
 Date Started: 02/04/09
 Proposal Reference: 000000851

Planning Authority

[South Lanarkshire Council](#)
 Montrose House, 154 Montrose Crescent, Hamilton, ML3 6LL
 Tel: 01698 455 916
 Fax: 01698 455 195
enterprise.hq@southlanarkshire.gov.uk

Site Location

2 CAIRNLEA ROAD, STRATHAVEN,
 STRATHAVEN, ML10 6EY
[Change Address](#)

Help

[User Guide](#)
 Help and guidance with completing this proposal.

Draft Forms

To complete the proposal click on the form.

Name	Delete
Certificate of Lawfulness - Proposed Use	
Householder Application	

[Add Additional Forms](#)

Submitted Forms

Submitted forms are automatically removed from the site 90 days after the submission date.

Name	Submission Date
No forms to display.	

Proposal Users

You have 3 pending invitation(s).
 You have shared this proposal with the organisation **Branston Associates** and with the following people.

User	Email Address	Role
maz buchanan	Maini.Gillan@idoxgroup.com	Viewer

[Send Invitation](#) | [Modify Proposal Users](#)

In this area you can:

- Complete the application **Forms** you selected when the proposal was created
- **Add** new forms or copy existing ones
- Review forms that have already been **Submitted**.
- Edit the **Proposal details**
- Edit the proposal **Site location**
- **Invite** people to view the proposal and manage their roles (see Sharing)
- Contact the relevant **Planning or Appeals Authority**.




Completing an Application

In order to submit your proposal you need to complete all of the relevant application forms. This process may include completing the individual forms, providing supporting material such as location plans, submitting certificates, and paying fees.

Application Forms

Incomplete application forms are listed in the **Draft Forms** section of the Proposal Summary page. You can delete any Draft Form by clicking on the **Delete** button.

Draft Forms	
To complete the proposal click on the form.	
Name	Delete
Householder Application	
Add Additional Forms	

Submitted Forms	
Submitted forms are automatically removed from the site 90 days after the submission date.	
Name	Submission Date
Certificate of Lawfulness - Proposed Use	03/04/09

Forms which have been completed and are listed in the **Submitted Forms** area. Submitted forms are retained for up to 90 days during which you can or refer to them for information or copy them for use in other applications. 90 days after a form has been submitted it will be deleted from your application.



Completing a Form

1. In the Draft Forms area of the Proposal Summary click on the name of the application to access the **Application Summary** page.

Application Summary

Application

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 000000854-001

Item	Status
Location Plan	✗ incomplete
Householder Application	
Preview Householder Application (PDF opens in a new window)	
Main Details	✓ complete
Preview Main Details (PDF opens in a new window)	
Neighbour Notification	✗ incomplete
Preview Neighbour Notification (PDF opens in a new window)	
Certificate of Ownership	✗ incomplete
Preview Certificate of Ownership (PDF opens in a new window)	
Checklist	✗ incomplete
Preview Checklist (PDF opens in a new window)	
Declaration	✗ incomplete
Preview Declaration (PDF opens in a new window)	
Supporting Documentation	optional
Email Notification	✗ incomplete
Fee	✗ incomplete
No fee has been entered	

Planning Authority

[South Lanarkshire Council](#)

Montrose House, 154 Montrose Crescent , Hamilton, ML3 6LL

Tel: 01698 455 916
Fax: 01698 455 195

enterprise.hq@southlanarkshire.gov.uk

Help

Acrobat Reader
In order to view PDF files you must have Adobe Acrobat Reader installed on your computer. We recommend that you use the latest version. Click on the following link [Information about Acrobat Reader](#) to download it now. The link will open a new window.

Form Guide
Download this document for guidance completing this specific form. The link will open a new window.

Download Whole Contents
Click to download a ZIP file containing the whole form document as PDF, the site location plan as PDF, all supporting documents in their uploaded format and PDF containing fees if the you have used the fee calculator.

2. Each element required by the application has a status displayed. You need to complete each element and turn all of the status indicators to ticks. Remember that you do not have to complete an application all at once, you can log out and return to complete more of it at a later time.

Location Plan

The Location Plan is a required part of your application, because it indicates clearly the property that is the subject of the proposal.

ePlanning Scotland offers you the choice of:

- Purchasing and marking up the plan online
- Attaching an existing plan and submitting it either by online upload or post.

1. Click on **Location Plan** in the Proposal Summary.

Add Location Plan

[User Guide](#)
[Form Guide](#)
[Form Help](#)
[Authority Contact Details](#)

You must submit a location/site plan with your application. It should preferably be Ordnance Survey based of scale 1:1250, and include a NORTH point.

The land to which the application/appeal relates must be outlined in **RED** and any other adjoining land you own in **BLUE**.

You must also indicate on your plan which neighbouring properties will be notified. [View example location plan \(opens in a new window\)](#)

Add Location Plan Options

Please select the required option.

☒ **Purchase Location Plan**

- This option allows you to purchase an Ordnance Survey map and provides a number of tools to mark the map to create a location plan. It is recommended for those with limited experience of submitting planning applications or creating location plans.
- A plan may be purchased from Ordnance Survey and marked-up with your site location and additional information. The map will be licensed for use within this planning proposal only, whether or not it is eventually submitted.
- Maps are available covering 1, 4 and 16 hectare areas.
- Payment, by credit or debit card, is required before the map can be added to your application. This cost is in addition to any application fees and is not received by the planning authority, therefore you will be asked to pay for the map immediately.

☐ **Attach Location Plan**

- Recommended for agents and experienced householders who already have a location plan.
- For multiple applications in the same proposal, use an existing Location Plan you have created on the site.
- We accept the following formats: DOC, DWG, GIF, JPG, PDF, PLT, TIF, TXT, XLS and XLW.
- The maximum file size is 5120 kb.

Continue

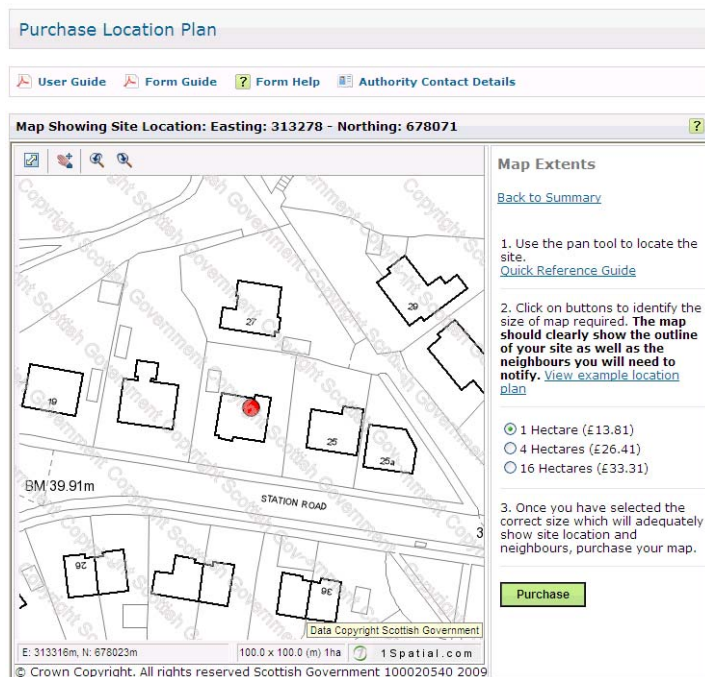
2. Select whether to **Purchase** the plan online or **Attach** an existing one.



Purchase Location Plan

1. If you are an inexperienced user it is recommended that you purchase a location plan via ePlanning Scotland, mark it up with the relevant information and attach it to your application. To do this, select **Purchase Location Plan**, then click on **Continue**.

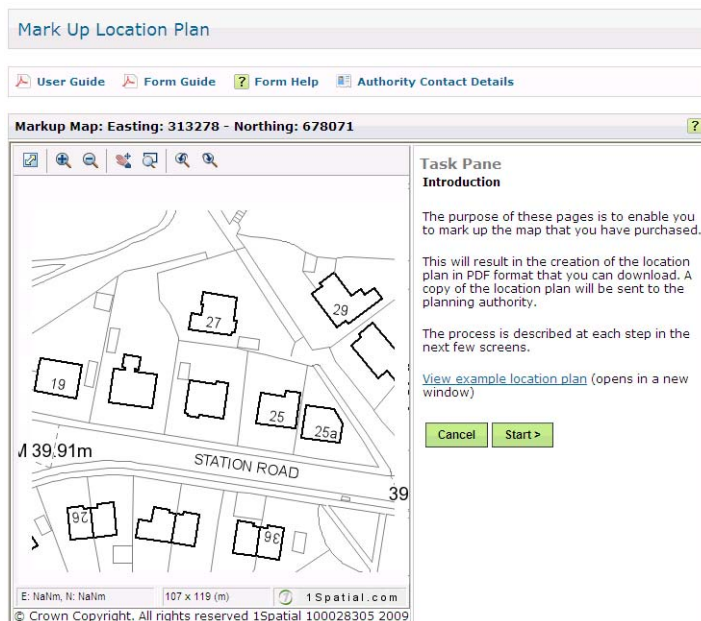
Note This opens the interactive mapping tool. (Not suitable for non-broadband users.)



2. The interactive map tool displays the area around the proposal location. You can adjust this using the zoom and pan tools if you like.
3. Select the map area size that you want to purchase then click on the **Purchase** button. Use the online payment tool to purchase the plan you requested.

4. Once you have purchased a map, you can use it to indicate the planning information relevant to your proposal, click on **Next**. You will be able to:

- Add a **Site Boundary** to indicate the proposal site
- Indicate the boundaries of **Adjacent Ownership** properties
- **Review and Confirm** your additions.

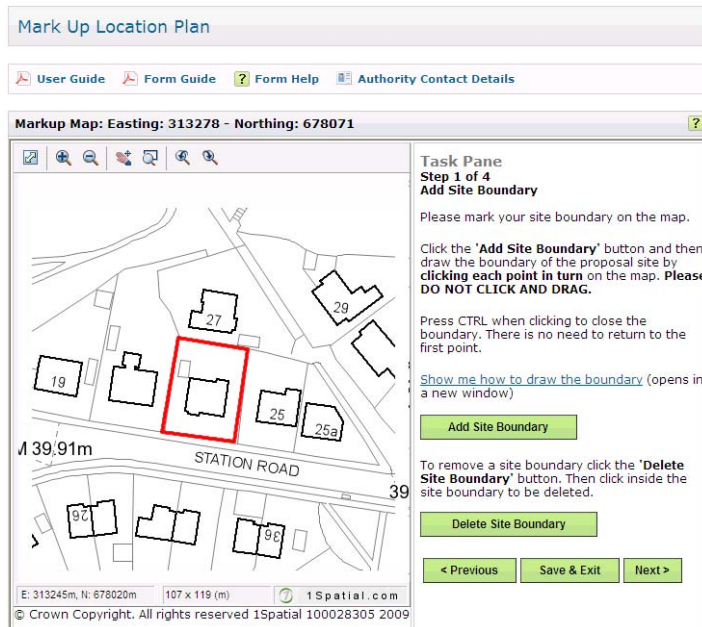


5. The process will instruct you on how to add each of the mark-up options in turn. You can use **Previous** or **Next** to navigate backward or forward through the options. If you need to leave the mark-up process without completing it you can click **Save & Exit** to save what you have done and return later.

6. Click on **Start>** to begin.



7. You can indicate the **Site Boundary** by drawing a shape around the site on your map.



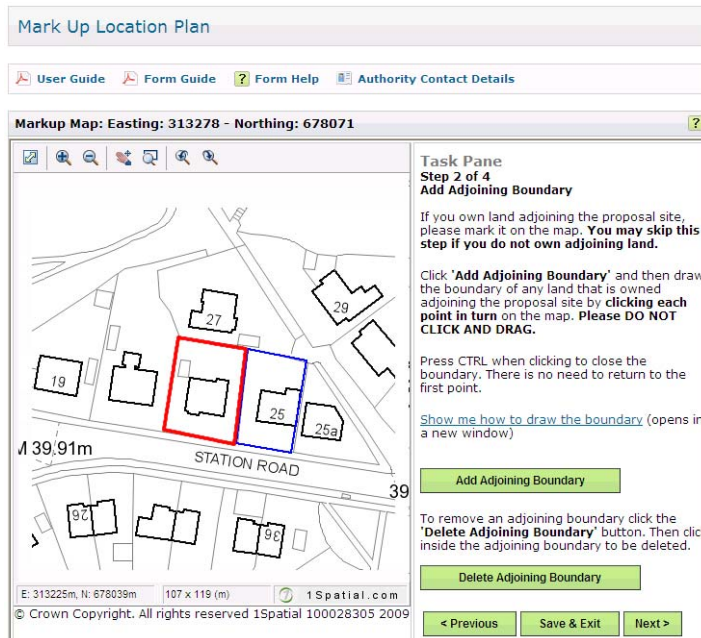
8. Press the **Add Site Boundary** button. Draw a boundary line around the property by clicking to place points on the map. The boundary line is automatically created between consecutive points. Continue, moving anticlockwise to place the vertices of the site boundary (take care not to make the line cross itself). To place the last point and complete the shape, hold down the CTRL button when clicking.

If you want to redo the boundary, click on **Delete Site Boundary** then click inside the red boundary line to delete it. You can then draw the boundary again.

9. When you are finished, click on **Next**.



10. If you own land adjacent to the site of the proposal you can indicate this on the map too by adding an **Adjoining Boundary**.



11. An adjoining boundary is created by drawing a shape around the site that adjoins the proposal site. Draw a boundary line around the area by clicking to place points on the map. The boundary line is automatically created between consecutive points. Continue, moving anticlockwise to place the vertices of the site boundary (take care not to make the line cross itself). To place the last point and complete the shape, hold down the CTRL button when clicking.
12. If you want to redo the boundary, click on **Delete Adjoining Boundary** then click inside the red boundary line to delete it. You can then draw the boundary again.
13. When you have finished marking up the plan, you can download and review the information that you have entered to confirm that it is correct. You may find it useful to save some of this information externally for future use.

To save a PDF copy of the marked up map, click on the **Download** button.

14. When you have finished, click the **Finish** button.

Your marked up location plan will now be automatically attached to your proposal.

You can amend your Location Plan at any point until you have submitted your application. If you amend your Location Plan you must complete all steps and click the 'Finish' button to ensure the new PDF is created.



Attach Location Plan

1. Experienced users who already own the location plan can elect to submit this by selecting **Attach Location Plan** on the Add Location Plan Options page.
2. Select whether you want to **Upload** an electronic copy of the location plan or **Post** in a physical copy.

3. To upload the plan, enter the document title and browse to locate the file on your PC. Select the Paper Size of the plan and select what kind of document it is. It is important that these details are correct. Tick the check boxes to indicate that the file has been printed and verified and contains the required scale and dimension details, then click on the **Upload** button.
4. To indicate that you are going to mail a physical copy of the plan, enter the document title, select the Paper Size of the plan and select what kind of document it is. It is important that these details are correct. Tick the check box to indicate that you have followed these instructions, then click on the **Save** button.
5. Once uploaded, a location plan can be viewed or removed by clicking on **Location Plan** in the Application Summary.



Application Form

The application or appeal form itself comprises a number of different components. Each of these sections needs to be completed. Depending on the type of application these may include:

- **Main Application** – the main body of the application form
- **Certificates of ownership** – initiates the certificates of ownership which you may be required to provide and enables you to sign them electronically
- **Checklist** – provides a checklist of items and activities which this application requires before it can be completed
- **Declaration** – allows you to review the application and sign an electronic declaration that it is accurate and a true representation of the information that you wish to submit.

1. Each of these components is completed by using a form wizard. Click on the component name to open the wizard.

2. Navigate through the form using **Next** and **Previous** buttons, answering the questions presented to you (if there are mandatory questions on the page you will not be able to progress until these have been answered). The **Progress bar** at the top indicates how far through the process you are.
3. You can clear the current page by clicking on the **Clear Page** button.
4. You don't have to complete a form component all in one sitting. You can save what you have done so that you can come back to it later by clicking on **Save and Exit**.

Supporting Documentation

You may wish to upload or post other documents to support your application (for example, site photographs or architects' reports). The contact details of the planning authority are provided for your information.

1. To do this, click on **Supporting Documentation** in the Application Summary page.



Supporting Documentation

[User Guide](#)
[Form Guide](#)
[Form Help](#)
[Authority Contact Details](#)

Planning Applications: You must include supporting documentation for most applications, for example architect drawings.

Appeals: You must include all documents that you intend to rely on to support your appeal and any documentation which has already been submitted to the planning authority.

You can attach the documents online or send these documents by post.
Please post your supporting documentation to your planning authority and/or DPEA using the contact details in the link above.

Add details of the documents you will be providing in the panel below.

Details of Supporting Documentation

This panel shows details about the documentation that you have already added that you intend to supply electronically or by post in support of your application or appeal. You can modify these details by clicking on the Edit or Delete links adjacent to each document. Click the Add Document to continue to add more documents.

If **attaching electronic files**, each file must be no larger than 5Mb (5120Kb) and you may supply up to 25Mb in total for all supporting files. If you need to exceed either of these limits you will need to contact your planning authority or the DPEA for further instructions.

If **entering details about a paper document** you intend to **post**, it must be sent on paper which is no larger than A0 size (approximately 1.2m X 0.84m). However it is also recommended that you supply additional supporting documents electronically on CD or DVD by post to avoid large emails or the need to scan documents. **Note: All documents or disks that you intend to post should be sent to the Authority's contact address** shown on this page.

You are currently using 0% of your quota - 0Mb of 25Mb

Title	Document Type	Size	Status	Action
Add Document Details				

- Click on the **Add Document Details** button.

Upload Document

[User Guide](#)
[Form Guide](#)
[Form Help](#)
[Authority Contact Details](#)

An asterisk (*) indicates required fields.

Upload Document

Please complete the form below.

Document Title: *

Description: *

Attach File: * [Browse...](#)

Paper Size: ?

Document Type: ?

Your document may be printed by the planning authority or DPEA. Ensure that this document can be printed from the submitted file and, if it is a drawing or plan, that it has also been clearly annotated with a scale bar and the key measurements.

☒ I have read and followed these instructions. I will not be able to proceed unless the document meets this specification.

- Enter the **Document Title** and a short **Description**.
- Browse to locate the file on your PC.
- Select the Paper Size of the document and select what kind of document it is. It is important that these details are correct. Tick the check box to indicate that you have followed these instructions, then click on the **Upload** button.
- Once documents have been uploaded they can be edited or deleted by entering the Supporting Documentation page again from the Application Summary.

Email Notification



If you want to let people know when you submit this application, you can enter a list of email addresses in the Email Notification tool.

1. Click on Email Notification in the **Application/Appeals Summary** page.

Email Notification

[User Guide](#) [Form Guide](#) [Form Help](#) [Authority Contact Details](#)

If you wish anyone else to receive the email notifications when you submit this application or appeal, sent when the application or appeal is first submitted and secondly received by the relevant authority, then use this page to enter the list of email addresses. This can be particularly useful when helping someone else or to copy to an alternative email address than your account details. See help for more suggestions.

Enter List of Email Addresses

By default the the "Copy Notification Emails" is checked therefore requiring at least one email address to be added. In order to complete this section either uncheck this box to not send copies of emails to another address, or enter a list of emails separated by semi-colons ";".

☒ Copy Notification Emails to Other Email Addresses

d.moyes@halomail.com;hbbranstons@googlemail.com;fox@harringtonassociates.com;jameskmorrison@googlemail.com

2. Enter a list of email addresses in the box provided. Separate each address with a semicolon (;).
3. Tick the checkbox to enable notification emails to be sent, then click on the **Confirm** button.
4. If you do not wish you send any email notifications remove the tick from Copy Notification Emails to Other Email Addresses and press **Confirm**.



Fee

The Fees component lists the chargeable components that apply to your application, helps you to work out the total due and allows you to pay online. You can use the Fee Calculator to work out what you need to pay.

Note Not all Applications or Appeals have a fee, where this is the case this option will not be present.

1. Click on **Fee** in the Application Summary.

Fees

[User Guide](#) [Form Guide](#) [Form Help](#) [Authority Contact Details](#)

You are required to specify the appropriate fee for the form. In order to help you work out the fee, we have included a Fee Calculator that will ask you questions and calculate the cost for you. Alternatively you may wish to use information provided by the relevant authority to calculate the fee.

Enter Fee ?

Calculate the fee, including any additional costs given by the authority (e.g. for Advertising Charges).

Application/Appeal Fee

Choose one of the following options to enter the correct fee. Option (1) is recommended for most users, but if you have the required information from the authority or you know the correct fee then Option (2) may be used:

1. Calculate the fee using the [Fee Calculator](#) (Last Calculated Fee: £ n/a)
2. Enter the Application/Appeal Fee manually in the field below in the form XXXX.XX, excluding commas and £ symbol.

Application/Appeal Fee: £ 0.00

Additional Fees (where applicable)

Bad Neighbour Development Advertising Fee: £ 0.00

Neighbour Notification in Newspaper under Article 12(5) Fee: £ 0.00

Neighbour Notification Dispensation: £ 0.00

Total Fee To Pay

Click the Calculate Total Fee button after making changes above.

Total Fee: £ 0.00 [Calculate Total Fee](#)

[Cancel](#) [Confirm](#)

2. To calculate the fee that you need to pay click on **Fee Calculator** (this is also available direct from the left hand menu). Alternatively, if you already know what the fees are, you can type them directly into the relevant boxes.
3. Follow the wizard through, answering all of the questions to arrive at the charges that apply.



4. Return to the Fees page and click on the **Confirm Total Fee** button to work out the total that you need to pay, then click on the **Confirm** button.

Fees

[User Guide](#)
[Form Guide](#)
[Authority Contact Details](#)

You are required to specify the appropriate fee for the form. In order to help you work out the fee, we have included a Fee Calculator that will ask you questions and calculate the cost for you. Alternatively you may wish to use information provided by the relevant authority to calculate the fee.

Enter Fee ?

Calculate the fee, including any additional costs given by the authority (e.g. for Advertising Charges).

Application/Appeal Fee

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1. Calculate the fee using the [Fee Calculator](#) (Last Calculated Fee: £ n/a)
2. Enter the Application/Appeal Fee manually in the field below in the form XXXX.XX, excluding commas and £ symbol.

Application/Appeal Fee:

Additional Fees (where applicable)

Bad Neighbour Development Advertising Fee:

Neighbour Notification in Newspaper under Article 12(5) Fee:

Neighbour Notification Dispensation:

Total Fee To Pay

Click the Calculate Total Fee button after making changes above.

Total Fee:

Calculate Total Fee

Cancel
Confirm



Payment Method

In the Application Summary page click on **Payment Method**.

Payment Method

User Guide Form Guide Form Help Authority Contact Details

The method of payment you select here will be applied once you have submitted the application or appeal. You won't be able to submit the application or appeal until you select one of the options below.

Select a Payment Method ?

Please select a method of payment

☒ **Cheque**
Choose this option if you want to pay by cheque

☐ **Telephone**
Choose this option to pay by telephone

Cancel Save

Select how you want to pay the fees. Your application or appeal will not be processed until payment is received.

- **Online** – pay using a credit or debit card when you submit the application
- **Cheque** – send a cheque to your local authority
- **Telephone** – make a telephone payment.

Note Your planning authority may offer all or only some of these options.



Submitting the Application

1. Once all of the elements of the application or appeal have been completed, you have a new option to continue to the next page and submit the application.

Application Summary

Application

The following items must be completed before you can submit your application. Your progress is saved at each step.
Online Reference: 000000851-001

Item	Status
Location Plan	✓ complete
Householder Application	
Preview Householder Application (PDF opens in a new window)	
Main Details	
Preview Main Details (PDF opens in a new window)	✓ complete
Neighbour Notification	
Preview Neighbour Notification (PDF opens in a new window)	✓ complete
Certificate of Ownership	
Preview Certificate of Ownership (PDF opens in a new window)	✓ complete
Checklist	
Preview Checklist (PDF opens in a new window)	✓ complete
Declaration	
Preview Declaration (PDF opens in a new window)	✓ complete
Supporting Documentation	optional
Email Notification	✓ complete
Fee Amount to pay: £ 45.00	✓ complete
Payment Method	✓ complete

The form is ready to be submitted. Please click Next to view the summary screen and then submit the form.

Next

Planning Authority

South Lanarkshire Council
Montrose House, 154 Montrose Crescent, Hamilton, ML3 6LL
Tel: 01698 455 916
Fax: 01698 455 195
enterprise.hq@southlanarkshire.gov.uk

Help

Acrobat Reader
In order to view PDF files you must have Adobe Acrobat Reader installed on your computer. We recommend that you use the latest version. Click on the following link [Information about Acrobat Reader](#) to download it now. The link will open a new window.

Form Guide
Download this document for guidance completing this specific form. The link will open a new window.

Download Whole Contents
Click to download a ZIP file containing the whole form document as PDF, the site location plan as PDF, all supporting documents in their uploaded format and PDF containing fees if the you have used the fee calculator.

2. Click on the **Next** button. Review the Submission Summary page. If you are content that the submission is in order click on the **Submit** button.
3. If you elected to pay any fees online, do this now. If you elected to pay by cheque or telephone enter the details in the **Submission Payment Screen**. Confirm that this has been done.



Submission Payment

[User Guide](#) [Form Guide](#) [Form Help](#) [Authority Contact Details](#)

You will need to pay the sum indicated using the following payment method before your application or appeal can be submitted.

Pay by Cheque ?

Please write your name, address and Online Ref No (below) on the reverse of the cheque.

Online Reference: 000000851-001
Amount: **£ 45.00**

Cheques should be made payable to the following authority for the amount above. It should be posted to :

South Lanarkshire Council
Montrose House, 154 Montrose Crescent , Hamilton, ML3 6LL
[Visit authority website](#)

Bank Name: *

Account Holder's Name: *

Cheque Number: *

☒ Has the cheque been signed?

☒ Have you written the Online Reference on the back of the cheque?

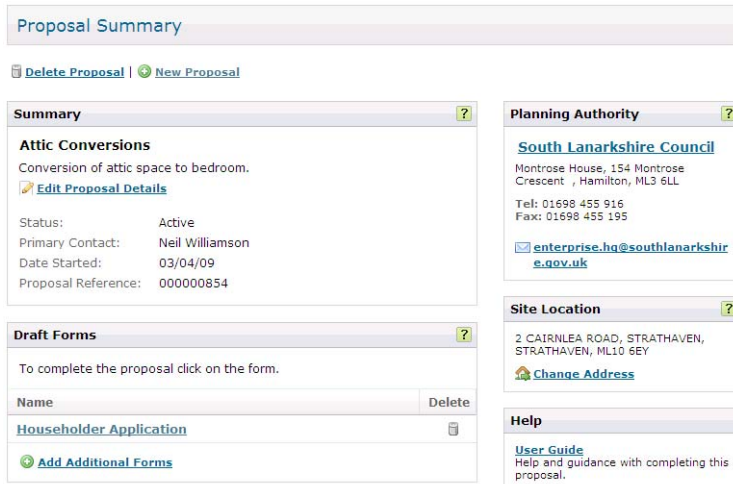
Proceed

4. Once you have completed the required sections press **Proceed**.
5. If you chose to send email notifications to other users, they will be notified now.
6. The completed Submission Summary page displays all of the relevant information about your submission. You can view the application in PDF format by clicking on **View Form PDF (opens in a new window)**.
7. Completed submissions are retained for 90 days after submission.

To retain a copy for your records, click on **Download a copy of my submission** and save the file to your PC. Alternatively, you can obtain a printed copy of the summary by clicking on **Printable Version (opens in new window)** and pressing Print.

Deleting Proposals

- When proposals are no longer required, you may decide to move them from the Active list in the My Proposals page to the Deleted tab. This removes the proposal from your immediate concerns, but allows you to refer to for up to 90 days after it was deleted. To do this click on **Delete Proposal** in the Proposal Summary page.

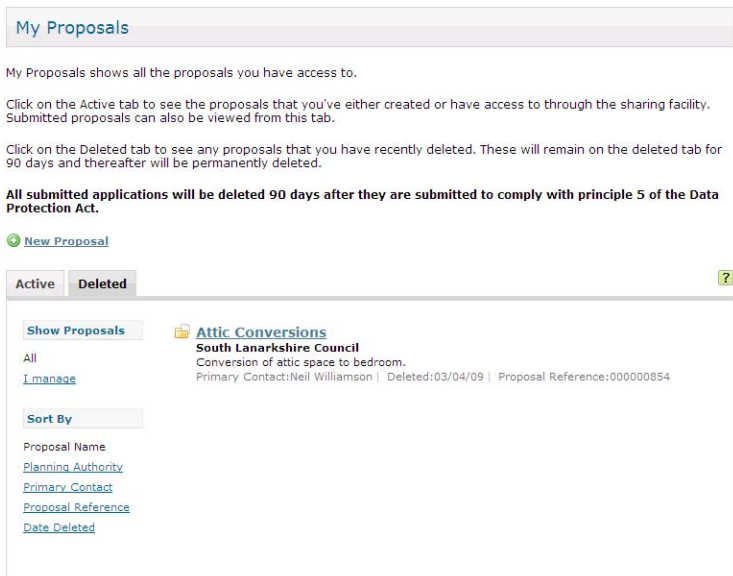


Proposal Summary

[Delete Proposal](#) | [New Proposal](#)

Summary <p>Attic Conversions Conversion of attic space to bedroom. Edit Proposal Details</p> <p>Status: Active Primary Contact: Neil Williamson Date Started: 03/04/09 Proposal Reference: 000000854</p>	Planning Authority <p>South Lanarkshire Council Montrose House, 154 Montrose Crescent, Hamilton, ML3 6LL Tel: 01698 455 916 Fax: 01698 455 195 enterprise.hq@southlanarkshire.gov.uk</p>				
Draft Forms <p>To complete the proposal click on the form.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Householder Application</td> <td></td> </tr> </tbody> </table> <p>Add Additional Forms</p>	Name	Delete	Householder Application		Site Location <p>2 CAIRNLEA ROAD, STRATHAVEN, STRATHAVEN, ML10 6EY Change Address</p>
Name	Delete				
Householder Application					
Help <p>User Guide Help and guidance with completing this proposal.</p>					

- To view deleted proposals, click on the **Deleted** tab in your My Proposals page.



My Proposals

My Proposals shows all the proposals you have access to.

Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.

Click on the Deleted tab to see any proposals that you have recently deleted. These will remain on the deleted tab for 90 days and thereafter will be permanently deleted.

All submitted applications will be deleted 90 days after they are submitted to comply with principle 5 of the Data Protection Act.

[New Proposal](#)

Active | **Deleted**

[Show Proposals](#)

All
[I manage](#)

Sort By

Proposal Name
[Planning Authority](#)
[Primary Contact](#)
[Proposal Reference](#)
[Date Deleted](#)

Attic Conversions
South Lanarkshire Council
Conversion of attic space to bedroom.
Primary Contact: Neil Williamson | Deleted: 03/04/09 | Proposal Reference: 000000854

- Under Show Proposals, click on **All** to display all of the proposals that were available to you or click on **I manage** to display only the proposals for which you were the primary contact.



4. You can sort the deleted proposals according to a number of criteria:
 - **Proposal Name** – sort alphabetically by the name of the proposals
 - **Planning Authority** – sort alphabetically by the planning authority
 - **Primary Contact** – sort alphabetically by primary contact
 - **Proposal Reference** – sort by the proposal reference
 - **Date Deleted** – sort chronologically by the date your proposals were deleted.
5. Once a proposal has been deleted, you can return it to the Active list again by opening the proposal and clicking on **Restore Proposal**.